

CHARTER OAK STATE COLLEGE
JOB OPPORTUNITY
Clerk Typist – Prior Learning Assessment
UNIT IF APPROPRIATE

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: 55 Paul J. Manafort Drive, New Britain, CT 06053

Hours: 40 hours/wk.

Salary: \$34,565,558 – FT temporary, grant-funded until 9/30/15

Closing Date: October 25, 2013

General Knowledge: Excellent oral and written communication skills; ability to prioritize time and perform multiple tasks; competency in basic software including Excel; attention to detail; and excellent interpersonal skills in dealing with people of diverse backgrounds. High school diploma required, associate degree preferred; Minimum of one year of clerical experience required.

Preferred Skills and Ability: Associate degree preferred. Minimum of one year of clerical experience required; higher education experience preferred.

Special Knowledge: Knowledge of office systems and procedures; Competency in basic software including MS Excel.

Position Summary: Provides clerical support for the prior learning assessment office, including word processing, data entry, responding to telephone inquiries and student correspondence, preparing faculty contracts and payment requests, schedules appointments, mails portfolio and CCAP faculty packets, creates and maintains databases, assists with credit assessment process; performs other duties as assigned.

Special Experience: N/A

Substitution Allowed: These qualifications may be waived for individuals with appropriate alternate experience.

Eligibility Requirement: High school diploma required. Minimum of 1 year of clerical experience required.

Interested and qualified candidates who meet the above requirements should submit a cover letter and resume by October 25, 2013 at www.charteroak.edu/AboutUs/Employment. No phone calls, please.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.